

LOGGING IN:

STEP 1: Go to <http://moodle.parklandsd.org>

STEP 2: On the left side of the screen, click on the appropriate class subject under "**HIGH SCHOOL.**"

Course categories		
↓		
HIGH SCHOOL		
Miscellaneous		3
English		7
Science		9
Mathematics		9
Social Studies		4

STEP 3: Now that you're under your subject, search for your class.. Click on the class name labeled personally for . you

Ex.

English 11 CP - Ms. McQuillan ('09-'10)
Teacher: Amber McQuillan

STEP 4: Now, at the login screen, type in your personal username and password.

Login

Username
Password

[Create new account](#)
[Lost password?](#)

YOUR PROFILE:

STEP 1: Under the Administration Navigation bar on the left-side of your screen, click



Amber McQuillan

Profile Edit profile Forum posts Blog Notes Activity reports

Hello everyone! 😊
I am Ms. McQuillan and I am your English 3 CP teacher. Yes, that's right... you're stuck with me for the entire year. Sorry!

Country: United States
City/town: Allentown
Email address: mcquillana@parklandsd.org ✉
Courses: English 11 CP - Ms. McQuillan ('09-'10), English 10 Applied - Ms. McQuillan ('09-'10)
First access: Tuesday, 31 March 2009, 01:17 PM (177 days 22 hours)
Last access: Friday, 25 September 2009, 11:40 AM (53 secs)
Roles: Teacher

Change password Unenrol me from Applied - McQuillan

FORUM POSTS: You can read all of the posts in discussions/forums for that individual.
BLOG: You can read all of the posts in discussions/forums for that individual
NOTES: Individuals or the teacher can write notes for students.
ACTIVITY REPORTS: Check up on all of a student's grades, time logged on, statistics, etc.

STEP 2: In the profile menu, click "EDIT PROFILE." Here you can give yourself a picture and play with your personal options. Picture, email, etc

***IMPORTANT:** Set your EMAIL OPTIONS to the settings listed below!

Email display
Allow only other course members to see my email address

Email activated
This email address is disabled

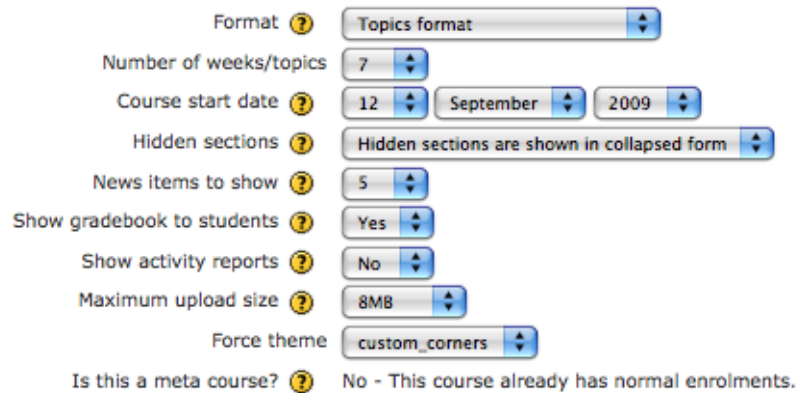
ADMINISTRATION: In ADMINISTRATION navigation bar, you have many teacher/administration options that students do not have access to.

SETTINGS

STEP 1: click on "**SETTINGS**."

STEP 2: You can change the class name and/or give a description of the class to start.

STEP 3: FORMAT CHANGES:



Format ? Topics format

Number of weeks/topics 7

Course start date ? 12 September 2009

Hidden sections ? Hidden sections are shown in collapsed form

News items to show ? 5

Show gradebook to students ? Yes

Show activity reports ? No

Maximum upload size ? 8MB

Force theme custom_corners

Is this a meta course? ? No - This course already has normal enrolments.

FORMAT - Set up your moodle by topics or weeks.

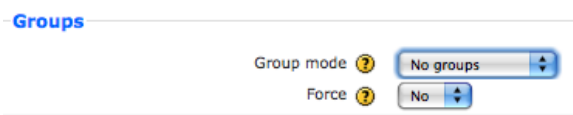
HIDDEN SECTIONS - You have the options of having sections that students can't see until you allow them.

GRADEBOOK - Set to NO so that students do not use this as their grade tracker.

THEME - Change the background color and format to change the look of your moodle.

STEP 4: ENROLLMENT: This option closes the time period in which students can enroll. I would consider leaving open unless you have semester courses.

STEP 5: GROUPS: If you have several classes with the same prep, you can separate periods into groups.



Groups

Group mode ? No groups

Force ? No

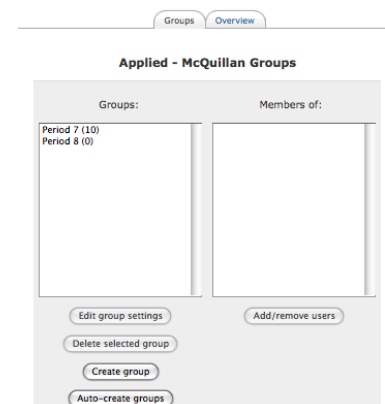
***You can create groups, but you cannot completely organize groups until students are enrolled.**

STEP 6: ROLE RENAMING: Here, you can allow co-teachers, learning support, aides, and/or student teachers access to editing options for your moodle.

GROUPS

STEP 1: Once you have students, you can separate periods by creating Groups and then "ADD/REMOVE" users.

NOTE: This is also where you would create groups if you want to separate your classes into small-sided discussions, chats, and/or projects.



Groups Overview

Applied - McQuillan Groups

Groups:	Members of:
Period 7 (10) Period 8 (0)	

Edit group settings Add/remove users

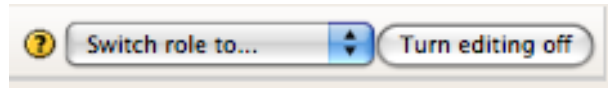
Delete selected group

Create group

Auto-create groups

GENERAL EDITING OPTIONS:

STEP 1:, Turn your role/editing to "ON"



STEP 2:, Any time you're not sure what an option does, click on the question mark
This will bring up a box that explains what the options are.



STEP 3:, Once you have activities and text inserted, you can edit them with the following options.

EDIT WEEK/TOPIC

- View content by week/unit OR view everything.
- Highlight this topic as the current one of study.
- Make a week/unit visible or hide it.
- Move up
- Move down

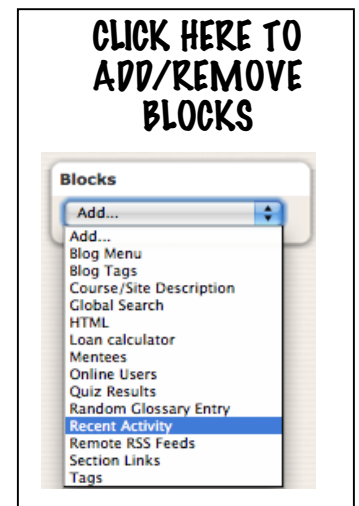
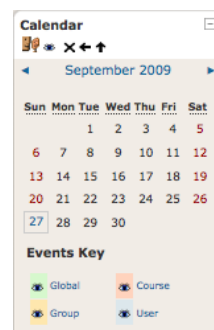
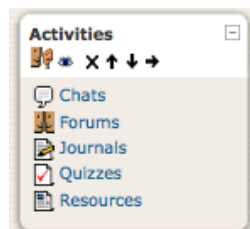
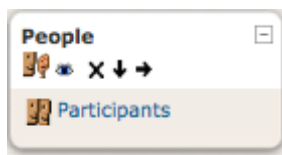
EDIT ACTIVITIES

1	2	3	4	5

- 1) Move right/left.
- 2) Move up/down.
- 3) Edit
- 4) Delete
- 5) Hide activity/make it visible

BLOCKS: The "Block" option allows you to add different options for your students to immediately see on the right-hand side of the screen when they log in. (*NOTE: You must "Turn editing on" to add blocks.)

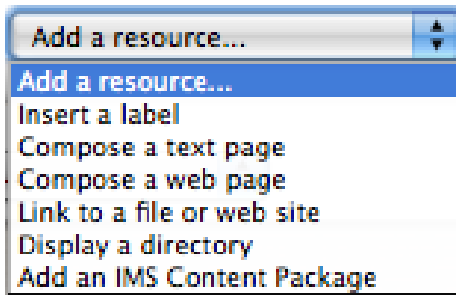
Examples:



OTHER NOTABLE OPTIONS:

- Upcoming Events
- Latest News
- Quiz Results

INSERTING RESOURCES:




STEP 1: Click on your chosen resource.

STEP 2: Type in the required/necessary information asked of you.

STEP 3: Click on "SAVE AND RETURN TO COURSE."

STEP 4: Move your resource to wherever you want it on the page.

BASIC EXPLANATIONS:

- 
- 1) **LABEL** - Labels can be used to insert any text, lists, links, or images that you want permanently on the page. It is set up much like the wikispace options once you're in.
* *CONSIDER THIS: The label option is an easy way to separate units or label lists of files/activities in different groups.*
 - 2) **TEXT PAGE** - A text page is considered a resource. You can type information/text into this resource page and it will show up much like a file for students, but they will not have to download anything. *NOTE: There are not many options to change the text's appearance with this option.
 - 3) **WEB PAGE** - A web page is considered a resource. You can type information/text into this resource and it will show up as a link for students to get to the information you placed on it.
 - 4) **LINK TO A FILE/WEBSITE** - Create a link to a file or website for students to download or redirect to. *NOTE: After you upload your file, you have to select "**CHOOSE**" in the ACTION COLUMN to actually place it on the moodle.
 - 5) **DIRECTORY** - Adding a directory allows you to put a visible folder on the moodle that automatically contains all of the files (images, word, etc.) that you've uploaded to date.

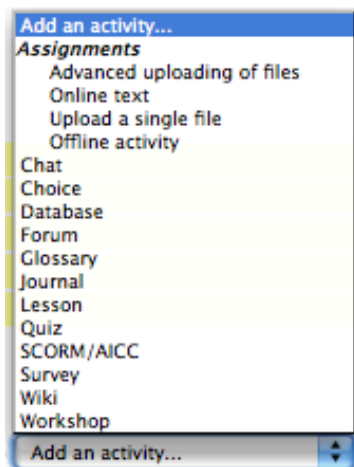
*LABELS:



*Hold the cursor over each item for a description of what each option does.

Once you are satisfied, hit "Save and continue" button.

INSERTING ACTIVITIES:



STEP 1: Click on your chosen resource.

STEP 2: Type in the required/necessary information asked of you.

STEP 3: Click on "SAVE AND RETURN TO COURSE."

STEP 4: Move your resource to wherever you want it on the page.

You can click on the ? for general descriptions of each activity.

ADVICE ON COMMONLY USED ACTIVITIES

FORUMS (DISCUSSION BOARDS): A forum is a platform to have group/class discussions on-line. They are not live. Students typically will respond to a given prompt or questions and then go back and respond to what other classmates have posted.

NOTE 1: Choose what type of forum you want to use. Standard forums work for just about everything!



NOTE 2: Force everyone to subscribe! Otherwise, students may not have access to post/respond during discussions.

Force everyone to be subscribed? ? Yes, forever

Read tracking for this forum? ? Optional

Maximum attachment size ? 500KB

NOTE 3: If you want to create different groups for the discussion, you need to define that here.

Common module settings

Group mode ? No groups

Visible ? Show

ID number ?

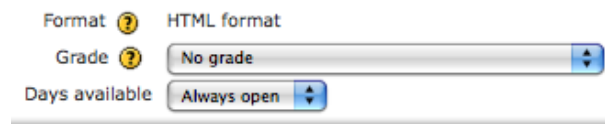
Grade category ? Uncategorised

NOTE 3: GRADING - to view your students' discussion, click on the forum assignment to re-enter the main page. Here, you will be able to read and give feedback to each student by clicking through the list.

Discussion	Started by	Replies	Last post
Outside tests	Joe Augustus	4	aaron jennings Mon, 21 Sep 2009, 10:27 PM
raising money.	aaron jennings	4	aaron jennings Mon, 21 Sep 2009, 10:25 PM
Change of scenery	Courtney Druckenmiller	5	Caitlin Druckenmiller Sun, 20 Sep 2009, 10:50 PM
Friendly!	charlotte roposh	2	Courtney Druckenmiller Sun, 20 Sep 2009, 09:18 PM

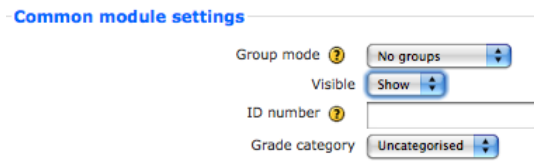
JOURNALS: This is an area to type and submit a journal entry, essay, or short answer question. Journal entries are private, meaning students *CANNOT* view their classmates' submissions.

NOTE 1: Identify (1) your grade value and (2) how long you would like to keep the journal open to students.



Format ? HTML format
Grade ? No grade
Days available Always open

NOTE 2: If you want to create different groups for the discussion, you need to define that here.

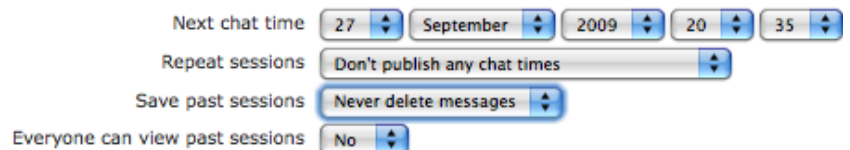


Common module settings
Group mode ? No groups
Visible Show
ID number ?
Grade category Uncategorized

NOTE 3: GRADING - to view your students' journals, click on the journal assignment to re-enter the main page. Then, click on the "**VIEW # JOURNAL ENTRIES.**" Here, you will be able to read, grade, and give feedback to each student.

CHATS: A chat room will be available for set groups to have live on-line discussions during class. It is a great option for websearches on specific questions in small groups. Each group's postings will be saved for you to view later.

NOTE 1: Identify when you would like the chat to occur. If you identify chat times, students cannot just log on to chat.



Next chat time 27 September 2009 20 35
Repeat sessions Don't publish any chat times
Save past sessions Never delete messages
Everyone can view past sessions No

NOTE 2: If you want to have a regularly scheduled chat time, you can set it to open at a regular time so that you do not have to continuously go through this process!

NOTE 3: Leave the "Save Past Sessions" option clicked on "never delete." This will allow you to view past chat sessions anytime you want. It is an easy way to gauge whether or not students truly stayed on task. You can allow the students the opportunity to view past sessions as well, but you also have the option blocking them from students.

NOTE 4: Give students a handout on the questions/prompts to keep with them. It will alleviate the hassle of having to join/leave the chat room to view the details explained on the initial page.

CHOICE: A choice activity is very simple - the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

QUIZZES

Here, you can take on-line tests and/or quizzes. The quizzes/tests could come in the form of multiple-choice questions, true/false, chronological order, short answer, among others. They are automatically graded instantly as well! 😊

QUIZ OPTIONS

STEP 1: Under the "TIMING," you can: (1) set dates/times to open and close the quiz, (2) set a time limit on how long the students have to complete the quiz once it's open, and (3) if you allow students to have multiple attempts at the quiz, you can set a time delay between when they've finished the first attempt and when they can start the second.

Timing

Open the quiz ? 27 September 2009 20 45 ☒ Disable

Close the quiz ? 27 September 2009 20 45 ☒ Disable

Time limit (minutes) ? 0 ☐ Enable

Time delay between first and second attempt ? None

Time delay between later attempts ? None

STEP 2: You have the ability to allow students to retake The quiz/test.

STEP 3: You have the option to apply penalties to students for selecting a wrong answer. If you do NOT want this to happen, click "NO" under add penalties and set the decimal digits in grades to "0."

Attempts

Attempts allowed ? Unlimited

Each attempt builds on the last ? No

Adaptive mode ? Yes

Grades

Grading method ? Highest grade

Apply penalties ? Yes

Decimal digits in grades ? 2

Display

Questions per page ? Unlimited

Shuffle questions ? No

Shuffle within questions ? Yes

STEP 4: In order to STOP CHEATING, you can shuffle the order that questions appear, as well as shuffle the answer options within questions.

STEP 5: You have the ability to change the grade review options before, during and after the quiz is taken. In order to keep students from being given the correct answers to questions during the quiz, but still see their score, set your options to the ones listed below.

Review options

Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses
<input type="checkbox"/> Answers	<input type="checkbox"/> Answers	<input checked="" type="checkbox"/> Answers
<input type="checkbox"/> Feedback	<input type="checkbox"/> Feedback	<input checked="" type="checkbox"/> Feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

ADDING QUESTIONS TO A QUIZ

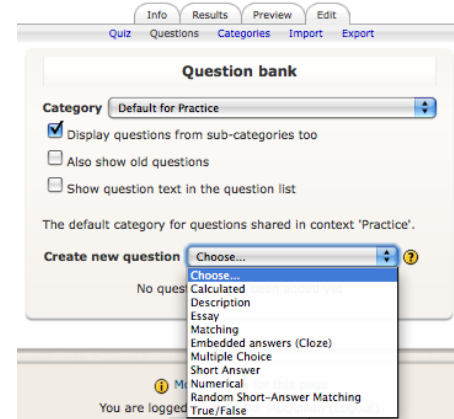


STEP 1: Click on "Categories" and create a category name for all of the questions for this quiz to be filed under.

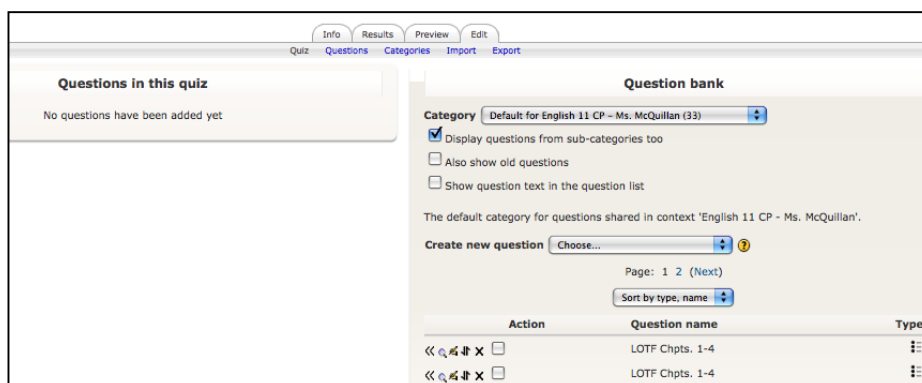
STEP 2: Click on "Questions." Make sure that the category for this quiz is selected. Then, under "Create new question" select what type of question you would like to add to the quiz.

STEP 3: Fill in the necessary information for that question on the next page.

** IMPORTANT: Make sure that the point value is appropriate for each question, especially matching!*



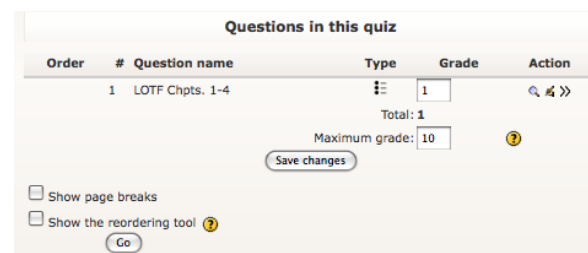
STEP 4: After you've created all of your questions for this quiz, click on "Quiz" in the option list at the top.



Make sure that the category selected is the one that you put all of your questions in for this quiz.

Select all of the questions that you want to include on your quiz. Then, at the bottom of the screen, select "Add to quiz."

STEP 5: After questions are added to your quiz, you can decide point values, the order of the questions, etc.



STEP 6: RANDOMLY ASSIGNING QUESTIONS TO A QUIZ...

In order to alleviate cheating, you can randomize a test. You can have a bank of questions available and randomly assign a sampling from that bank for a quiz. Simply, select the appropriate question bank and then select how many random questions you would like added to the quiz.

